

**BIA Ratepayer Board Meeting
December 11, 2017 – 1:00 PM
Auburn City Hall Council Chambers
AGENDA**

I. CALL TO ORDER

Roll Call

II. APPROVAL OF MINUTES

November 13, 2017 Meeting

III. FINANCIAL REPORT

IV. OLD BUSINESS

A. Ordinance #6658 Update

1. Suggestions

2. Cost of BIA Fee for Start-Up

B. Tourism Board Meet & Greet – Lorraine Chachere

C. Discontinue BIA Operations

D. Main Street Design

V. NEW BUSINESS

A. Review 2016 Survey for New Ideas

B. Disbursement of BIA Funds

C. BIA Newsletter

D. BIA Rules of Procedure

VI. BIA PARKING SUB-COMMITTEE UPDATE

VII. AUBURN DOWNTOWN ASSOCIATION UPDATE

VIII. ADJOURNMENT

Business Improvement Area

December 13, 2016 – January 31, 2017 Survey Questions

1. What's working about the BIA?
2. What's not working about the BIA?
3. What do you need more of from the BIA?
4. What do you want less of from the BIA?
5. As a group of business owners, if you had to focus on one thing that would help your businesses do better, what would that one thing be?
6. Which three items are most important to you?
7. If you are interested in being a Rate Payer board member, please give us your contact information:
Name _____
Phone _____
Email _____

In regards to the Business Improvement Area (BIA)

1) What's working about the BIA?

- Apparently from this discussion, nothing.
- Infrastructure for projects
- Nothing.
- Not a lot I can see after 20 years in business
- I am not sure it has a purpose anymore. It used to be there were businesses here and that has diminished over the years. What support is there from the office sector or the medical community? The new construction has less space for retail and is a slam in the face of what the first floor retail intent was to be.
- Unsure, don't know what they do
- I don't believe that anything in the current BIA business model is working.
- I don't know that anything is.
- The City of Auburn has provided great infrastructure, design elements, upkeep and landscaping to the downtown core. The BIA as it relates to the ADA has provided very little to us.
- Direct focus on downtown
- The only event that brings business in for me is the Veteran's Day Parade.
- Not sure
- Nothing
- Network Mtgs, city events
- Not sure.
- awareness
- ? Needs work.
- Don't currently see any benefit to it
- Not for me I don't see anything
- Unsure, but that's why we're here
- Not sure
- New growth

2) What's not working about the BIA?

- No incentives, no value, little equity, no action. BIA should be abolished completely and restructured, with new boundaries and fees.
- A clear vision – identify for us who the rate payer businesses are so we can make recommendations.
- Fee structuring and communication
- No communication
- Parking, cleanliness, homelessness, communication
- Moving events off of main street
- Communication
- Equity between businesses
- Fee structure; range is inequitable.
- Outdated boundaries.

- Events moved from Main Street to the Part – poor effect on downtown
- No downtown promotion
- I think the City has allowed the new construction to slap the face of any potential of the ret. sector. And that has made the BIA ineffectual
- Don't understand what the BIA does for businesses. What's the purpose? It is such a large area, how does the BIA encompass everyone into what they do? What's with the list below? Some of the items listed sound more like a city responsibility. Why is the BIA involved with Landscaping, lighting, safety & security, parking and cleanliness and how does that facilitate merchant and business cooperation to improve trade?
- Back in 1988, business owners decided to come together and establish the BIA based on their current needs. As years have gone by, businesses do not trust where their funds are being used. The current business model has not adapted over the years to accommodate the growth downtown and the changes that have taken place. We are still functioning under the same ordinance and plan of 30 years ago and it has come a time where radical change is absolutely imperative. What is needed is to completely dissolve the BIA including the ordinance. It should be completely rebuilt with the feedback from all businesses. IF the need for a business district is still necessary, boundaries should be reestablished and the model should be recreated from the ground up. And a more equitable dues structure should be created IF ANY. The city staff should understand and be able to explain why BIA funds are collected and it should not be the sole responsibility of the ADA to do so. I believe that the ADA has not proven itself responsible to the business owners to accomplish anything of value for them. The ADA in its current structure is an inadequate and inappropriate use of these business dollars. I joined the board because the need for change has been glaring for years and I couldn't expect change to happen unless I got involve and became a squeaky wheel. Being on the board for 1 year I have found a complete lack direction, goals, leadership and engagement. But we are hesitant to disband because we feel we need to represent the business owners in some way. Before joining the board I did not understand why ADA funds were paying for things like removal of dilapidated benches and phone booths from Main Street. And now, why even the subject of BIA funds paying for extra security and lighting is something that is being considered fair to the business owners or an option for the use of these finances. The city should be responsible for these necessities. Not the individual business owners.
- A side note, since there is not better place to write this, last year my husband and I felt that we had no choice but to remove our family from Auburn. We sold our beloved home because we felt the homeless who found refuge at the church across the street had more rights than we did as residents. I thought I would always be in Auburn, having lived there for 31 years. But it became too much of an issue for us trying to protect our property from theft and vandalism and unwanted neighbors that wouldn't go away, and we had to find better options for schooling for our children. Our business still exists in Auburn, and I hope to be able to keep it there because of what we have invested. This is very personal to me. I have to fight for what I feel is right. And I hope to have to support of the city because I don't think that my opinion is unique.
- I can't say I'm getting any benefit for my money.
- The BIA monies allocated to any entity should be used following the four point approach: design, promotion, organization and business development. Resorting back to these fundamentals are crucial to the success of the downtown core.
- membership--not all are engaged. we need more participants that attend meetings regularly

- Everything else. Social media outlets seem outdated...compare to Btown blog.
- There is no clear answer as to who is in control. The ADA is using funds, but the city collects them? Who enforces the collection?
- Not receiving benefits of fees
- NOT enough tv/radio/media
- Not sure.
- na
- No retail, no parking, town is filthy dirty. Garbage flying everywhere. City owned parking lots are filthy, sidewalks have moss and leaves. Not an enjoyable city to walk around in. There is NO draw here. Businesses are not a priority for the city. Sound transit seems to be the only priority. Also, the business awnings on main street are covered in moss, business's aren't held accountable to keep the store fronts clean, or open for that matter.
- Everything
- I canto to meeting to learn more working two jobs to live
- We pay a fee that does not seem worth it.
- value to cost
- Concentration on just the new side of town

3) What do you need more of from the BIA?

- Parking, lighting & security
- More information delivered electronically.
- Marketing & Events
- Participation from members for direction
- Marketing
- Support. Keep the streets and sidewalks clean.
- Give people a reason to walk around downtown.
- Security and police presence. Safety!
- Security
- Lighting
- Promotions of downtown
- Marketing
- Security – for property and citizens
- Communication
- Events to draw people to downtown
- Obvious recognition of businesses off main street
- Seeing the thousands of dollars collected from this unfair tax. Used for something other than paying the downtown directors salary.
- They do nothing for me anymore.
- Communication, Vision and Mission. As I've stated I have no idea what the BIA does, if they are really doing something then it would be nice to hear about it.
- I need some value for my investment. I need a community of downtown business owners that are invested in each other and care about one another. I need to feel proud and confident of the area where my business is located. And I need to feel safe and have my customers to feel safe. I

need to genuinely feel that the city of Auburn cares about the future of our business being a successful business there. And that they consider that abolishing this BIA district may be what is best right now for the business owners and not be afraid to make that call. I need events to come back to downtown. The more events that are taking away from downtown affect the business of those downtown core businesses. Doing the opposite of what we are trying to do, right? The BIA district was formed by the businesses. And if it is not wanted by the businesses then it should be the choice of the business owners what happens to the BIA.

- Nothing.
- Safety, cleanliness, retail mix, lighting and marketing the downtown as a viable shopping district. More communication and representation.
- Promotion of the downtown- events that the City puts on keep being moved out of the downtown.
- I would like the BIA disassembled. As a very small business owner that has been in Auburn for almost 9 years - I feel the BIA is not worth any fee. The city has taken all parking for customers in front of my store (painting the entire curb in front of Washington elementary yellow), we used to get potted plants (that in no way compared to the beautiful baskets down the main street) but no longer - which is fine. What is helping my business is ME- NOT the BIA.
- Free business oriented services, workshops, video tutorials, etc...
- Downtown lighting and security
- Parking/garages, sidewalk trash cans, lights that match East main and West main. With seasonal decor, police monitoring of teen/homeless loitering
- It would be lovely to receive a monthly Newsletter/Update of what BIA is doing. It would be nice have more security in high risk areas by Mural Parking Lot to create a "safe" environment for Auburn City community and customers who come to the local businesses. Secured parking passes for Business Owners. I was unable to get a yearly parking pass because I was unable to purchase the pass before the 27th of December. I now have to move my car every 3 hours when I work downtown. Very disappointing.
- Help with security and rise of homeless persons
- Support and accountability.
- Lower rates or more benefits and participation from all merchants and city
- Not sure I do know business license is too high for as small for my business it a small room
- Lighting and street maintenance is paid for in the property tax
- Value to cost
- Not sure

4) What do you want less of from the BIA?

- Business license should be held until BIA fee is paid.
- Overhead
- Less talk, more action!
- Events – retail
- They haven't done anything for me in twenty years. Should I expect something now?
- I cannot see any further purpose for it any longer.
- If I don't know what they do how can say what I want less of other than I pay a lot for something I don't know what it's for.

- "The BIA is doing nothing but taxing my business and giving nothing back. I want to have a choice. I don't want the BIA dues to be a requirement. Much can happen when people want to become involved for a common goal. We need to get people excited about what could happen in this big little city. The city of Auburn is twice the population of Puyallup. Yet Auburn is a pass through and not a destination. More revenue from the city could be collected from all businesses by increasing the business license fee to \$75. No one would question that small of a hike, but it would add money to the general fund allowing for more to be done. And eliminating the BIA dues would stop the city having to reimburse the ADA creating more money to be spent on priorities like events and marketing. I don't know that I exactly answered this question, or just elaborated on what I want and need from the BIA. Giving some solutions hopefully shows my level of interest and desire to find what works."
- The BIA.
- N/A
- Fees
- Abolish this group.
- Not sure
- Marketing events
- Idk
- I cannot think of anything.
- na
- ?
- Cost to participate or equal cost to everyone
- Smaller fees
- Less cost
- Surveys lol
- Not sure

5) As a group of business owners, if you had to focus on one thing that would help your businesses do better, what would that one thing be?

- Security
- Bring more people to downtown
- Currently it would be to help the homeless, good for them and lean up the place
- Create walkable, well lit streets that draw in business and customers. Businesses need to be able to stay open late. Night life.
- Homelessness – People don't come downtown.
- Security
- Need more people downtown in the evening
- Security – My customers are not coming in due to the street people.
- Spending money on TV advertising for Auburn businesses.
- New City staff and administration. A better political climate that knows how to operate the City. A City Manager.
- Getting more customers to come to the area
- "My personal focus is shared among all of the business owners that I know personally that operate their businesses within the BIA boundaries. I believe the best thing for downtown businesses is to

dissolve the BIA. And to rebuild it from the ground if that is what is best for the downtown businesses. For the city to consider that the current model is not up-to-date and allow business owners to keep their BIA funds in their bank accounts and be able to invest it back into their own businesses instead of on necessities in the downtown area that should be the responsibility of the city to improve. I do not support the Auburn Downtown Association or the Chamber of Commerce having control of a BIA tax. There are ways to make businesses want to partner with these groups. But that requires incentive and what is to be determined as a value by business owners.

- The following is in response to including Landscaping, Lighting and Security and Safety on the list below: Landscaping, lighting and security are all great and all needed in downtown and in all areas of auburn. BUT it should not be the responsibility of the downtown businesses to pay for it. These three items are all 100% necessary the future of our city. But I have a strong argument against including them on an list of things we as business owners should consider as important in how our funds are spent. Again, it should be the city's responsibility for the community to feel safe. Not the business owners."
- Advertising that would actual focus on areas outside of downtown to bring people to downtown.
- Create a sense of place for the community to come shop, dine and enjoy!
- More marketing and events to draw people to the downtown core. We also need the City to step up and provide more security so that people feel safe downtown. The homeless are running around with impunity and disrupting businesses and potential customers.
- advertising, highlighting a business a month with banner above freeway overpass (one idea) the businesses who would want to participate could pay for their own banner and city employees to put up and take down.
- Branding the downtown area
- Security, cleanliness of downtown area
- Media, advertising of city/downtown
- Promoting shopping/business awareness in the Auburn Down Town area.
- Retail Theft, Homelessness, Panhandlers: being held accountable and getting charged when breaking the law.
- A reason for a person to come to downtown Auburn to begin with. No draw. No parking. Homeless drug addicts. Garbage. I can't focus on just ONE thing because its more than ONE issue.
- More reason for customers to visit Auburn rather than catch a train to go elsewhere and spend their money
- Better recognizing in the community better add around Or a directory like the malls have
- To attract people to shop in auburn
- Marketing
- I think auburn really needs to have more interesting retail stores the mall does well because there's many retail stores. Maybe auburn should give some perks to attract retail. The money going to the ADA doesn't seem as though it is being used to benefit the businesses
- More retail business on main street/Too many service business

6) Which three items are most important to you? (Place an 'X' next to 3, and/or write in your own answer.) *Top 3 answers are in bold, number to the left indicates the number of times it was selected as 'most important' to a BIA Rate Payer.*

17 _ Marketing

16 _ Parking

11 _ Lighting

10 _ Special Events

6 _ Cleanliness (added to list)

5 _ Landscaping

4 _ Fee (added to list)

1 _ An open forum where we feel our input makes a difference

1 _ Adhering to the design requirements of retail in first floor

Added note: "Not paying additional \$ to own a business in an area of low business poor demographics – change needs to happen and fast."

7) If you are interested in being a Rate Payer board member, please give us your contact information:

Name _____

Phone _____

Email _____

Megan White
253-831-7171
meganhuge@yahoo.com

William Cowart
253-929-4645
bill@hbtinsurance.com

Bob Klontz
bob@hbtinsurance.com

John Torres
253-288-8015
torreslawoffices@yahoo.com

Josef Forsberg
206-999-6848
Josef@greenrivercyclerly.bike

Laura Theimer
253-670-0703
ltheimerinsurance@gmail.com

Mary Hutchnison
253-334-1402
mhutchinson01@live.com

Ronnie Roberts
ron@gosankochocolate.com

Kirk J. Lantier
Kirk_J_Lantier@keybank.com

Giovanni DiQuattro
Giovanni.diquattro@yahoo.com

Lynda Krill
425-220-2497
lyndak@merrillgardens.com

Ruth Neil Stover
206-914-0112
ruth@corestarpilates.com

Amy Dais
206-697-9556
amydais@gmail.com

Kelly Gordon
253-709-0000
kellysalon91@yahoo.com

Susan, American lighting
253-735-0982
Susanamericanlighting@gmail.com

John Torres
253-288-8015
torreslawoffices@yahoo.com

Bruce Alverson
bgranpa@earthlink.net

Darren Jones
DarrenJones@AgrishopAce.com

Julia Jordan
Julia@auburnareawa.org

CITY OF AUBURN

**BUSINESS IMPROVEMENT AREA
COMMITTEE OF RATE PAYERS**

RULES OF PROCEDURE

DRAFTED DECEMBER 2017

**BUSINESS IMPROVEMENT AREA COMMITTEE OF RATE PAYERS
RULES OF PROCEDURE**

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CITY OF AUBURN
BUSINESS IMPROVEMENT AREA COMMITTEE OF RATE PAYERS
RULES OF PROCEDURE

We, the members of the City of Auburn Business Improvement Area Committee of Rate Payers, do hereby adopt, publish, and declare the following Rules of Procedure:

I. NAME:

1. The official name of the City of Auburn Business Improvement Area Committee of Rate Payers shall be the “Committee of Rate Payers” (the Committee).
2. The purpose of the Committee is to serve in an advisory capacity to the City Council (Ord. 6658 § 11, 2017.)

II. MEMBERSHIP:

1. The membership and terms of office of the members of the Committee of Rate Payers shall be as provided in Chapter 2.98 of the Auburn City Code (ACC).
2. The Committee shall consist of not more than (7) members appointed by the mayor and confirmed by the city council, who shall serve at the pleasure of the city council; provided that the mayor may appoint up to four (4) additional members to serve as alternates in the event of a Committee member’s absence.
3. The members shall be owners or operators of businesses located within the BIA boundary and shall be selected to represent the variety of business types and geographic locations included within the BIA boundary.
4. Committee members shall be appointed to a three (3) year term.
5. Upon the resignation of a Committee member, removal by the City Council, or expiration of a Committee members term, the Committee shall make recommendations to the City Council, and the City Council shall make an appointment to fill the vacancy.
6. The members of the Committee shall serve without compensation except for reasonable travel expenses associated with the performance of the Committee member’s duties.

III. MEETINGS:

1. Meetings of the Committee of Rate Payers shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter

42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW.

2. All meetings will be held in Council Chambers at the Auburn City Hall, Auburn, Washington, unless otherwise directed by the Chair of the Committee.
3. Minutes shall be kept and meeting agendas prepared in coordination between members of the Committee and staff members. A majority of the members of the Committee shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to make recommendations to the City Council.
4. The Committee shall adopt rules for the transaction of business and keep a record of its resolutions, transactions, findings, and determinations. These records shall be public and open to inspection.
5. All Committee meetings shall be conducted in accordance with the Committee's adopted rules for the transaction of business, and Robert's Rules of Order or any other meeting procedures or guidelines authorized by the City of Auburn shall be used for any subject not addressed within the Committee's adopted rules of procedure.
6. The Committee shall consider proposals for economic development and neighborhood revitalization projects and programs consistent with the purposes listed in 2.98.030, provide for public input and submit comments in a timely manner to the Mayor and City Council, including an analysis of the extent to which the Committee's recommendations will improve economic development or downtown revitalization.
7. The Committee shall meet monthly when there is new official business to transact, and hold additional meetings as the chairperson or a majority of the Committee deems necessary. A minimum notice of 24 hours shall be provided for special meetings in accordance with State law.
8. Regular meetings shall be held on the second Monday of each month and shall be open to the public. The meeting shall convene at 1:00 P.M. unless otherwise directed by the Committee's Secretary, the Economic Development Manager or the Chair.

IV. MINUTES AND AGENDA:

Minutes shall be kept and meeting agendas prepared in coordination between members of the Committee and staff members.

An agenda shall be prepared for each meeting consisting of the following order of business:

1. CALL TO ORDER

- Roll Call/Establishment of Quorum
2. Approval of Minutes
3. Financial Report
4. Old Business
5. New Business
6. BIA Parking Sub-Committee Update
7. Auburn Downtown Association Update
8. Adjournment
9. Additional items may be added to the agenda by the Committee. The Chair shall have the discretion to amend the order of business.

V. ELECTION OF OFFICERS:

At the first regular meeting of each year, the Committee members shall elect a chairperson and vice-chairperson from among the members of the Committee.

VI. CHAIR:

1. The Chair shall preside over the meetings of the Committee and may exercise all the powers usually incident of the office. The Chair shall be considered as a member of the Committee and have the full right to have his/her own vote recorded in all deliberations of the Committee. Unless stated otherwise by abstention or nay, the Chair's vote shall be considered to be affirmative for the motion.
2. The vice-chairperson shall preside at all meetings where the chairperson is absent.
3. The Committee chairperson and/or vice-chairperson shall annually provide to the city council a report on progress made in carrying out the Committee's responsibilities. Additional reports may be submitted when deemed appropriate by the Committee or when requested by the city council.

VII. CITY PERSONNEL:

1. All Committee meetings shall be staffed by City of Auburn personnel to support and assist the Committee.
2. A member of City staff shall act as the Secretary for the Committee and shall keep a record of all meetings of the Committee. These records shall be retained at the City Clerk's Office.
3. All public hearings shall be electronically recorded verbatim and a summary of the discussion and actions will be recorded as Meeting Minutes.

VIII. QUORUM:

1. If quorum is not reached by the RSVPs in advance of the meeting, a meeting may be canceled at the notice of the Chair provided at least 24 hours in advance.
2. A majority of the members of the Committee shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to make recommendations to the City Council.
3. If at any time during the meeting, a quorum is no longer present, the meeting may only continue for the time and duration necessary to fix a time for adjournment, adjourn, recess or take measures to obtain a quorum.

IX. ABSENCE OF MEMBERS:

1. To be excused, members must inform the Committee's secretary or the Economic Development Manager in advance of the meeting date if they cannot attend a scheduled meeting.
2. The Committee, upon four (4) unexcused absences, may recommend the removal of any Committee member to the City Council.

X. VOTING:

1. Any member, including the Chair, not voting or not voting in an audible voice shall be recorded as voting in favor of the motion.
2. The Chair, Secretary, or upon request from a Committee member, may take a roll call vote.
3. It is the responsibility of each member of the Committee of Rate Payers to vote when requested on a matter before the full Committee. However, a member may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.
4. If any member of the Committee wishes to abstain, from a vote on the motion, that member shall so advise the Chair and, if there is no objection to the abstention, shall remove and absent himself/herself from the deliberations and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the member perceives a need to abstain, provided that, prior to the time that a member gives advice of an intent to abstain from an issue, the member shall confer with the City Attorney to determine if the basis for the member's intended abstention conforms to the requirements hereof. If the intended abstention can be anticipated in advance, the conference with the City Attorney should occur prior to the meeting at which the subject matter would be coming before the Committee. If that cannot be done, the member should advise the Chair that he/she has an "abstention question" that he/she would want to review with the

City Attorney, in which case, a brief recess would be afforded the member for that purpose before proceeding further.

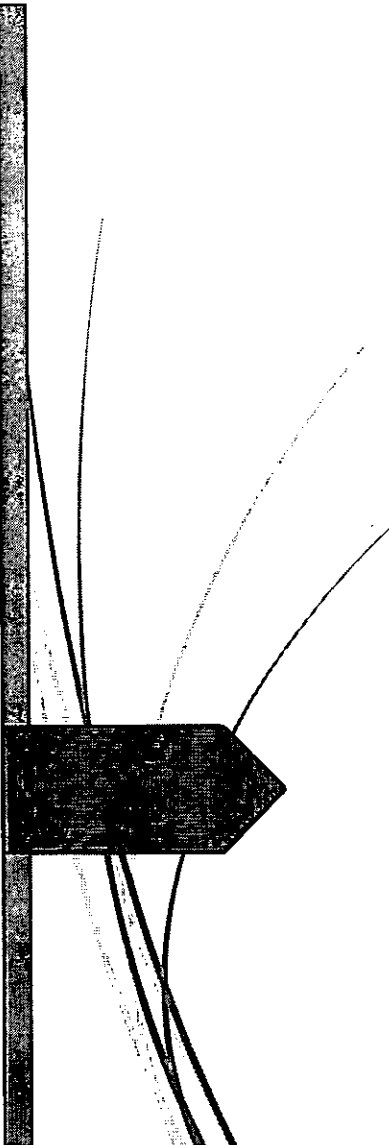
5. If a tie vote exists, after recording the Chair's vote, the motion fails. However, a motion for denial that fails on a tie vote shall not be considered an approval.

XI. CONFLICT OF INTEREST:

- A. Any member of the Committee who, in his or her opinion, has an interest in any matter before the Committee that would tend to prejudice his or her actions shall publicly indicate, step down and leave the meeting room until the matter is disposed. A member need only be excused from legislative or organizational action if the potential conflict of interest is direct and substantial.
 - (1) No member of the Committee may use his or her position to secure special privileges or exemptions for himself, herself, or others.
 - (2) No member of the Committee may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.
 - (3) No member of the Committee may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
 - (4) No member of the Committee may disclose confidential information gained by reason of the officer's position, nor may the officer otherwise use such information for his or her personal gain or benefit
 - (5) No member of the Committee may take any action that is prohibited by Chapter 42.23 RCW or any other statutes identifying conflicts of interest.

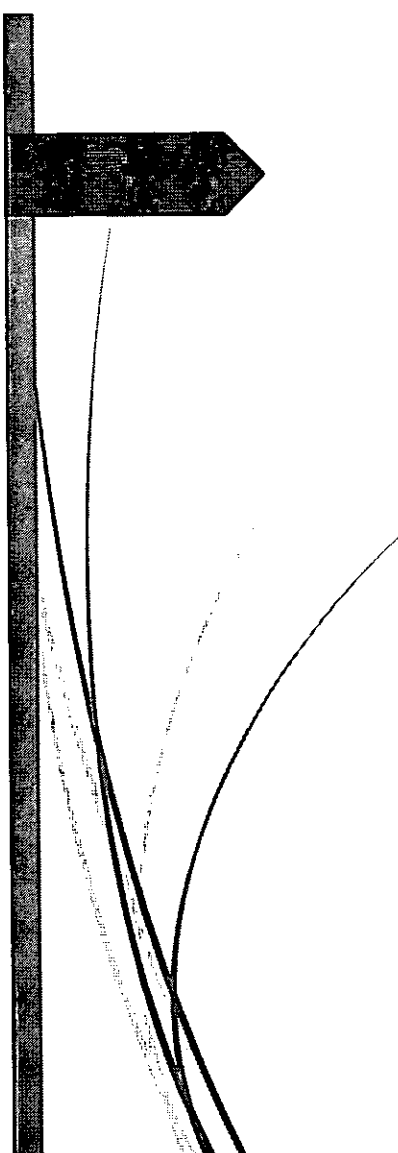
XII. AMENDMENT:

The Rules of Procedure may be amended at any regular meeting of the Committee by a majority vote of the entire membership. The proposed amendment should be presented in writing at a preceding regular meeting.



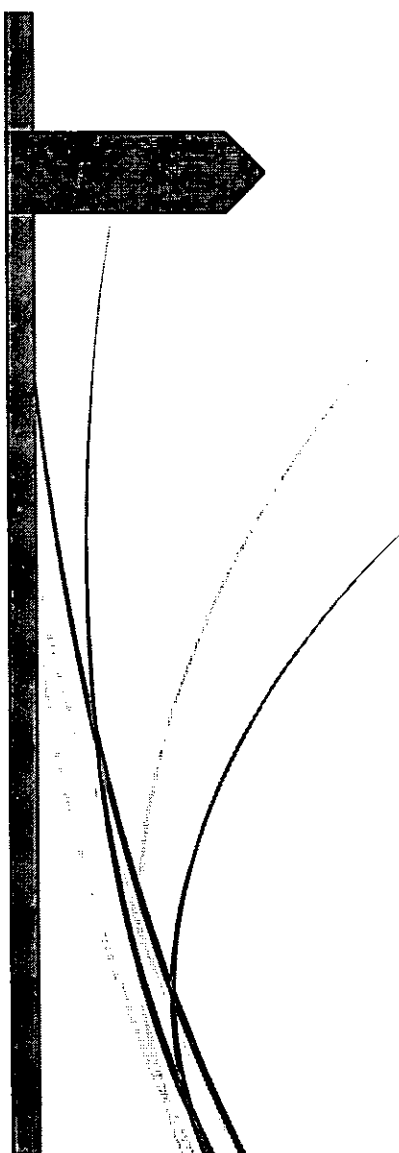
4th Quarter BIA 2017 Marketing Results

"Explore Auburn for the Holidays"



GOALS

- Generate awareness of Downtown businesses open for the holiday season
- Encourage Auburn residents as well as residents of local surrounding communities to venture to Downtown to eat, shop, and play
- Collaboration with Tourism, Economic Development, and Downtown Businesses for shared goals of feet in streets, peeps in seats
- Reach people who live near the businesses
- Engagement through views, likes, shares, comments



Holiday Video - Facebook

Geo target:

Vancouver, **British Columbia, Canada** and **United States:** Portland, **Oregon**; Auburn, Artondale, Centralia, Olympia, Seattle, Spokane, Federal Way, Kent, Puyallup, Renton, Sumner, **Washington**

Explore Auburn Tourism FB Page –Community of 10,459 who like/follow our page

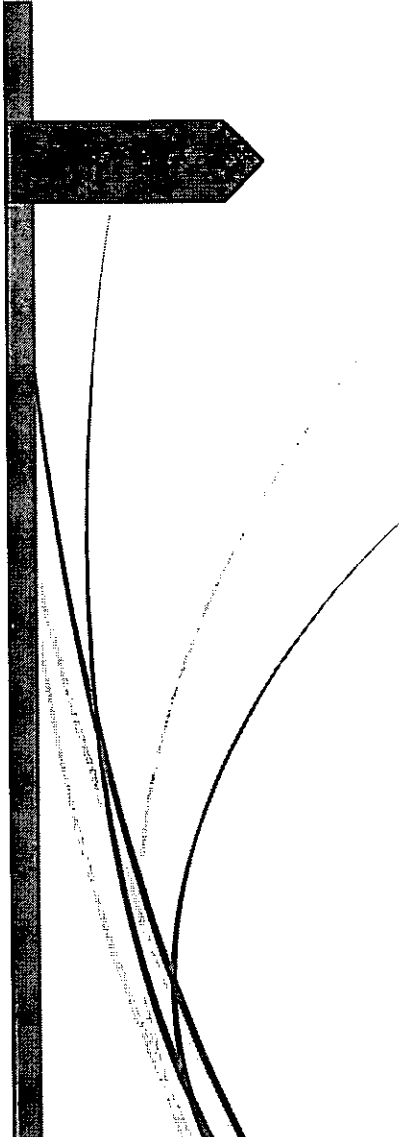
Preferences:

Adventure travel, Vacations, The Outlet, Ecotourism, Puget Sound, Performing arts, Christmas tree, Tourism, Mount Rainier, Seattle, Love to Travel, Travel, Shopping, Travel Blogger, Scrooged, Elvis Presley, Family, Christmas music, Skiing or TripAdvisor and Behaviors: Frequent Travelers or Craft beer

Avenues:

Boosted Post

Video Campaign



Holiday Video – Facebook & Instagram

Demographics

70% Women

29.9% Men

80% U.S.

20% Canada

Age

0% 18-24

15% 25-34

17% 35-44

23% 45-54

27% 55 -64

19% 65 & over

❖ 43,916 People Reached

❖ 16,298 Video Views

❖ 1,584 clicks to website

❖ 43 shares

❖ 6,054 Unique Action

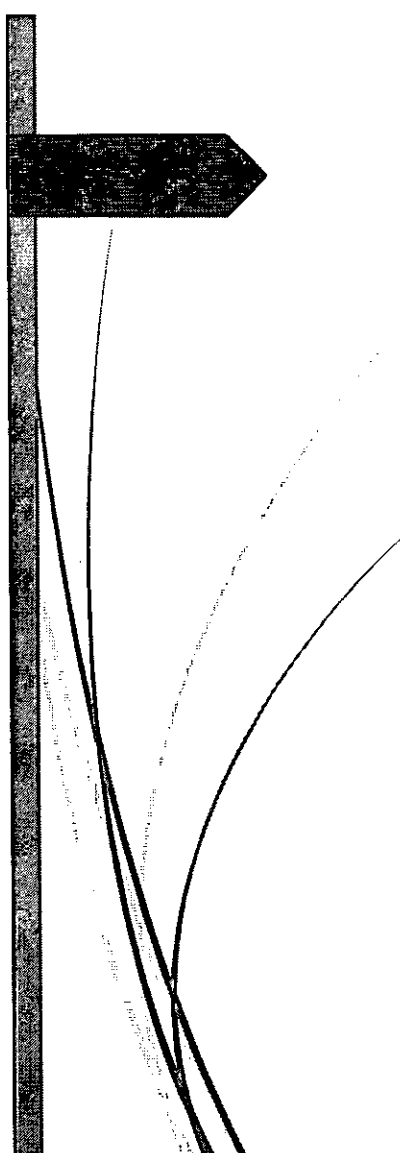
❖ 2.65 Frequency



FACEBOOK

104,562 Impressions 8036 Click Links \$.96 Cost Per Result

Total Spent on Facebook Campaign: \$627.06



Holiday Video – You Tube

Demographics of Engagement

32% Women

68% Men

100% U.S.

1 South Korea

1 Chile

99% Washington

0.4% Oregon

0.1% California

❖ 18,529 Views

❖ 84% Viewed

❖ 3 new subscribers

Age

27% 18-24

29% 25-34

18% 35-44

11% 45-54

8% 55 - 64

6% 65 & over



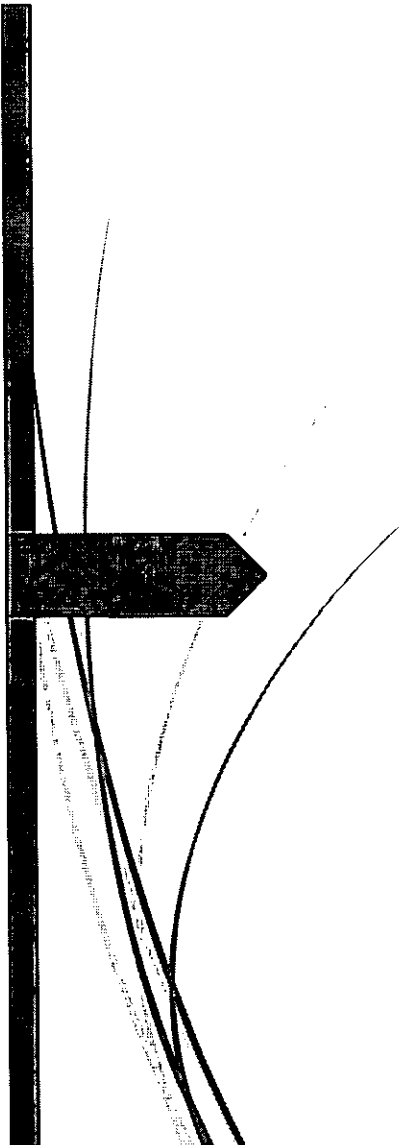
YOUTUBE

18,529 Views

\$0.02 Cost Per Result

Total Spent on YouTube campaign: \$391.24

Total Spent on Facebook Campaign: \$627.06



Total Spent on Facebook Campaign: \$627.06

Total Spent on YouTube campaign: \$391.24

Total BIA Funds Used: \$1018.30

Total BIA Funds Approved: \$2,500

Total BIA Funds Unused: \$1481.70